

From: [Jaffess, Sharon](#)
To: Ex. 6
Subject: Seniority Distribution
Date: Friday, November 13, 2015 9:51:11 AM
Importance: High

The Regional Roundup dated 11.03.2015 announced the process for distributing the Variable Height Desks (VHD) and Headsets [below]. The allocation of the VHD, Wired, and Wireless Headsets is delineated as Attachment A of the AFGE and R5 MOA. – there is a lottery and another process based on seniority.

This email is with regards to the seniority process for the VHDs.

Please stop by the front office to preview the VHD, wired headset, and wireless headset. I have samples currently located just outside Wendy's office.

Please respond to me by November 20th stating whether you want the VHD and either a wireless headset or wired headset, or decline the offers.

Failure to respond by this date will constitute a response that you are not interested in the VHD or one of the types of headsets.

Please let me know if you have any questions. Thank you.

Variable Height Desks and Headsets

The variable height desks and headsets have arrived and will be distributed per the terms of the signed 10/23/14 Memorandum of Agreement (MOA) between AFGE and R5 (click here to view the MOA:

http://www.r5intra.epa.gov/Div/RMD/HCB/L&ER/PDF/MOA_HeadSets.pdf). Each Division/Office has received one desk, one wired headset and one wireless headset so that individuals can view the items. Per the MOA, 60% of the desks and headsets will be distributed based on seniority as determined by an employee's service computation date. The remaining 40% will be distributed through a lottery. Each Division/Office will be responsible for distributing and tracking these items. Please contact your Deputy Division Director if you have any questions regarding the distribution of these items or wish to see them.

Source: Regional Round Up dated 11.03.2015

Sharon J. Jaffess, Chief
Policy, Coordination & Communications Branch
U.S. EPA Great Lakes National Program Office
77 W. Jackson Blvd. Chicago, IL 60604
312-353-0536 + jaffess.sharon@epa.gov + www.epa.gov/greatlakes + www.glri.us